North Carolina Industrial Commission

Secure NCIC FTP Site Access

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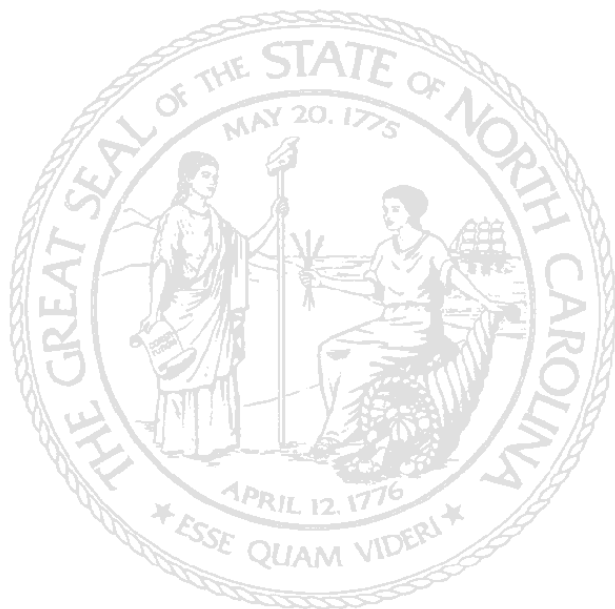
Overview

The North Carolina Industrial Commission offers a secure FTP site for law firms, insurance companies, medical facilities other entities and individuals to upload files for the Commission to view such as Clincher documents and other correspondence.

This document describes the process for accessing the NCIC FTP site and uploading folders or other files to the site.

How It Works

When you connect to the NCIC FTP site through your web browser, you will see a folder in the main window called **upload**. The **upload** folder is where your files should be placed. This folder is an encrypted, secure "drop box". Once your files have been dropped onto this folder and uploaded, they are encrypted on the server and cannot be opened by an outside entity. You can click on the folder and open it so that you can verify that your folder has been uploaded, but you cannot view, print, or remove the files. Once they have been submitted they cannot be changed or viewed by anyone outside the Commission.

Submission Format

We receive files from many agencies, firms, medical offices and individuals. Each item you submit to the Commission is related to a case with a unique identifier, which is the "IC" number. When uploading documents or other files to the NCIC FTP site, we ask that you follow the formatting guidelines outlined below. This allows the Commission personnel to identify and process the information in the most efficient and accurate method. *Please follow these guidelines as closely as possible:*

- All files related to a particular case should be submitted in a folder with **only** the IC number as the folder name.
   - o Example: If you have four documents related to IC# 123456, they should all be placed in a folder named "123456." You should *NOT* add any descriptions to the folder name, such as "IC# XXXXXX Clinchers for John Doe". Use only the IC number itself as the folder name.
- Each individual file should contain the IC number and a short description of the contents. This ensures that in the unlikely event the file was somehow separated from the containing folder, it would not be lost or misfiled.

Site Access

For security reasons, Microsoft Internet Explorer Ver. 6 or better is required to access the NCIC FTP site. To access the site:

1.	Open Internet Explorer web browser.
	In the URL address bar, type in: ftp://149.168.254.96 and press {Enter}.

2.	The browser will open up to a blank page containing the folder **upload**.

You should see the following screen:
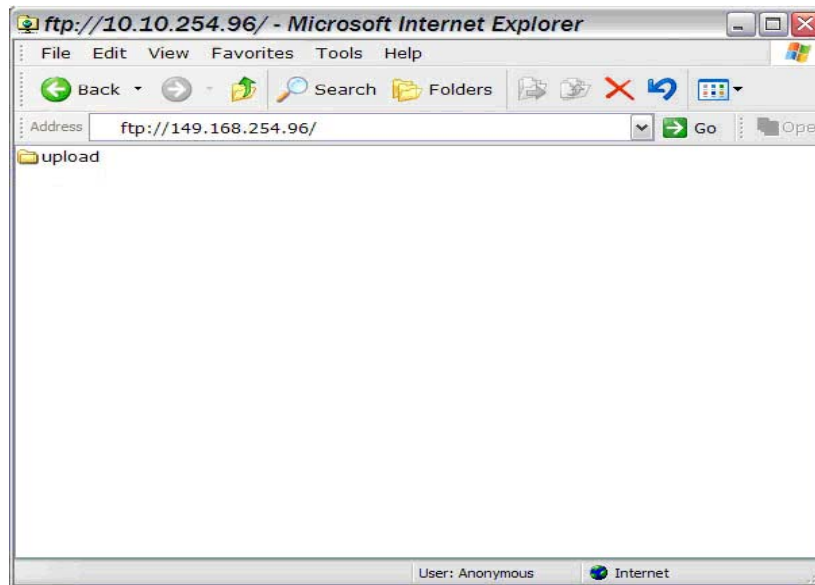
3. You should have already prepared your folder containing the information to be uploaded and named with the IC number.

4. On your local PC, use the mouse to select the folder to upload. With the mouse, drag the folder onto the upload folder in the browser window and release it. The folder should begin uploading to the NCIC FTP site.

5. There is no automatic notification to NCIC personnel of uploads. Be sure to contact the person you are sending the files to and notify them that your files have been uploaded. You're done!

Upload Verification

To verify that your file(s) were successfully uploaded, double-click on the upload folder and a new window will open listing the contents of the upload folder. Additionally, you may double-click on the folder you just uploaded and another window will open listing the contents of this folder.

However, if you attempt to double-click on any of the files you will receive an error message that "the page could not be displayed." If you attempt to drag or copy any of the files or folders to your PC, you will see a dialog box with an error message that "an error occurred while copying the file."

If you upload the wrong file…

If you accidentally upload the wrong file(s) or you want to update a file you just submitted, you will have to rename the folder and/or file(s) to a name other than the original before it can be uploaded. For example, if you have uploaded a folder called "123456" and you wish to resubmit the folder, create a new folder called "123456 Updated" and then upload it. You should also contact the person you are working with at the Commission and advise them of the situation. We can then make sure the correct documents are submitted.

Questions About the Site

If you have any questions relating to the FTP site, you may contact Michael Britt at the NCIC IT Department by emailing michael.britt@ic.nc.gov or by calling (919) 807-2590 between the hours of 7:00am and 3:00pm EST/EDT. Any other questions should be directed to your Industrial Commission contact or by calling the main NCIC phone number at (919) 807-2500.